

OLYMPUS®

VOICE RECORDER
NOTE CORDER DP-20

INSTRUCTIONS

EN

Register your product on www.olympus-consumer.com/register and get additional benefits from Olympus!

EN Introduction

Thank you for purchasing an Olympus Digital Voice Recorder. Please read these instructions for information about using the product correctly and safely. Keep the instructions handy for future reference. To ensure successful recordings, we recommend that you test the record function and volume before use.

- The contents of this document may be changed in the future without advanced notice. Contact our Customer Support Center for the latest information relating to product names and model numbers.
- The screen and recorder illustrations shown in this manual were produced during the development stages and may differ from the actual product. The utmost care has been taken to ensure the integrity of the contents of this document. In the unlikely event that a questionable item, error, or omission is found, please contact our Customer Support Center.
- Any liability for passive damages or damage of any kind occurred due to data loss incurred by a defect of the product, repair performed by the third party other than Olympus or an Olympus authorized service station, or any other reason is excluded.

Safe and proper usage

General precautions:

- Do not leave the recorder in hot, humid locations such as inside a closed automobile under direct sunlight or on the beach in the summer.
- Do not store the recorder in places exposed to excessive moisture or dust.
- Do not use organic solvents such as alcohol and lacquer thinner to clean the unit.
- Do not place the recorder on top of or near electric appliances such as TVs or refrigerators.
- Avoid recording or playing back near cellular phones or other wireless equipment, as they may cause interference and noise. If you experience noise, move to another place, or move the recorder further away from such equipment.

- Avoid sand or dirt. These can cause irreparable damage.
- Avoid strong vibrations or shocks.
- Do not disassemble, repair or modify the unit yourself.
- Do not operate the unit while operating a vehicle (such as a bicycle, motorcycle, or go-cart).
- Keep the unit out of the reach of children.

Warning regarding data loss:

- Recorded content in memory may be destroyed or erased by operating mistakes, unit malfunction, or during repair work.
- For important recorded content, we recommend you to write it down some where.
- Any liability for passive damages or damage of any kind occurred due to data loss incurred by a defect of the product, repair performed by the third party other than Olympus or an Olympus authorized service station, or any other reasons is excluded from Olympus's liability.

Batteries:

⚠ Danger:

- Batteries should never be exposed to flame, heat, short-circuited or disassembled.
- Never store batteries where they will be exposed to direct sunlight, or subjected to high temperatures in a hot vehicle, near a heat source, etc.

⚠ Warning:

- Do not solder lead wires or terminals directly onto a battery or modify it.
- Do not connect the ⊕ and ⊖ terminals together. This may cause fire, overheating or electric shock.
- When carrying or storing the batteries, be sure to put them in the provided case to protect their terminals. Do not carry or store the batteries with any metal objects (such as key rings).
- If this warning is not followed, fire, overheating or electric shock may occur.
- Do not insert the batteries with their ⊕ and ⊖ terminals reversed.
- If any liquid from a battery gets into your eyes, promptly wash it off with clean water and consult your doctor at once.

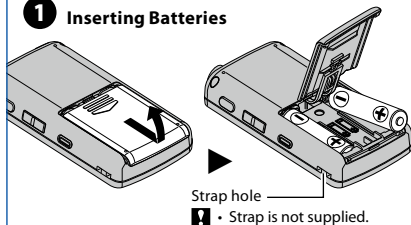
- Do not attempt to recharge alkaline, lithium or any other non-rechargeable batteries.
- Never use any batteries with a torn or cracked outer cover.
- Keep batteries out of the reach of children.
- If you notice anything unusual when using this product such as abnormal noise, heat, smoke, or a burning odor:
 - 1 remove the batteries immediately while being careful not to burn yourself, and;
 - 2 call your dealer or local Olympus representative for service.
- Do not expose the batteries to water. Do not allow water to contact the terminals.
- Do not remove or damage the batteries insulating sheet.
- Do not use the batteries if you find something wrong with them such as leakage, color change or deformity.
- Unplug the charger if the charging is still incomplete after the specified time it should take.
- Should any batteries liquid get on skin or clothing, promptly wash it off with clean water.
- Keep batteries away from fire.

⚠ Caution:

- Do not subject batteries to strong shocks.
- When using rechargeable batteries that have not been used for a while, be sure to recharge them before use.
- Rechargeable batteries have a limited lifetime. When the operating time becomes shorter even if the rechargeable battery is fully charged under the specified condition, replace it with a new one.

Getting started

1 Inserting Batteries



Battery indicator:

When [] appears on the display, replace the batteries as soon as possible. When the batteries are too weak, [] and [Battery Low] appears on the display and the recorder shuts down.

2 Turning on the power

Slide the **POWER** switch to the [ON] position.

Turning off the power:

While the recorder is in stop mode, slide the **POWER** switch to the [OFF/HOLD] position.

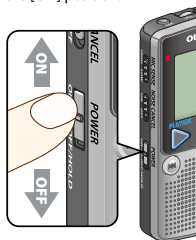
Power save mode:

If the recorder is on and stops for 10 minutes or longer, the display shuts off and it goes into power save mode. To exit power save mode, press any button.

HOLD:

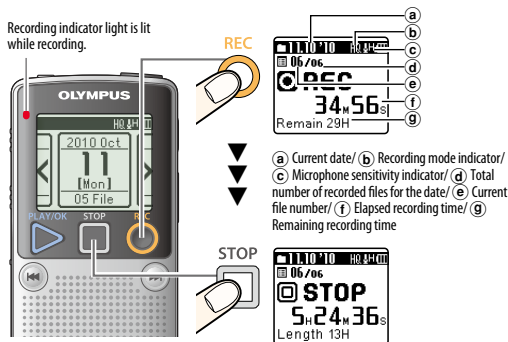
If you slide the **POWER** switch to the [OFF/HOLD] position, the current conditions will be preserved, and all buttons and switches will be disabled.

- ! • When you use this recorder for the first time after purchasing, or when you switch it on after removing the batteries for more than 30 minutes when exchanging batteries etc, the time will return to the default setting and the [Set Time & Date] will appear.



Recording

Recording indicator light is lit while recording.



If the recorder is in recording mode and the **REC** (O) button is pressed, recording pauses. If the **REC** (O) button is pressed again, recording resumes.

Microphone sensitivity

Turn the microphone in the direction of the source to be recorded.



High

This is a highly sensitive mode which can record surrounding noises. (U⁺)



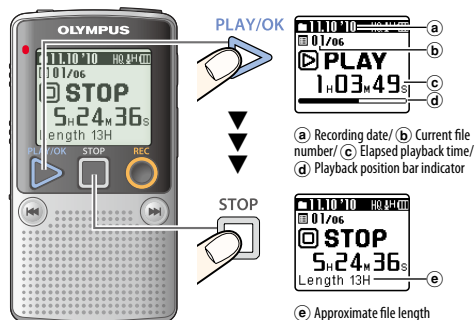
Low

This is the standard level of microphone sensitivity. (U)

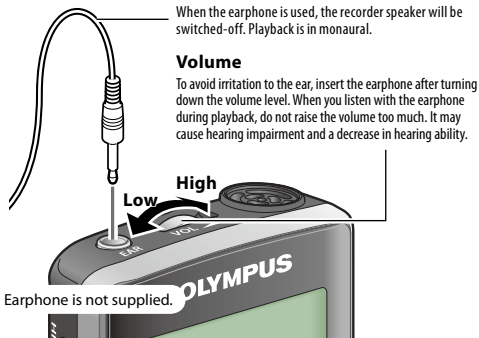


- ! • Recorder will not be able to record anymore when [Memory Full] or [Maximum File Size is reached] appears. Delete any unnecessary files before recording any further.
- When remaining recording time is less than 60 seconds, the recording indicator light starts flashing. When the recording time is decreasing to 30 or 10 seconds, the light flashes faster.

Playback

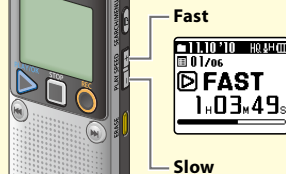


- If the **◀◀** or **▶▶** button is pressed and held while the recorder is in playback mode, the file advances with sound.
- If the **◀◀** or **▶▶** button is pressed while the recorder is in stop mode, the recorder moves to the beginning of the file.
- Fast forwarding and rewinding are possible beyond the date.



Changing the playback speed

Playback speed can be changed to the following settings: 0.5x, 0.75x, normal, 1.25x, and 1.5x.



Noise cancel

On

Noise will be reduced in the file when it's played back for better sound quality.



Noise Cancel indicator

Off

The file is played back as it was recorded.



- When the **NOISE CANCEL** switch is set to **[ON]**, playback speed returns to normal playback.

File search

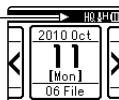
Search for files by the date they were recorded.

- When searching for a file recorded on October 15.

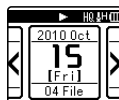
SEARCH/MENU

PLAY/OK

Recorder status indicator
 ► : During playback
 ►F : During fast playback
 ►S : During slow playback



The date display appears.



Select October 15.



The first file is played back.



If the file is skipped, the recorder switches to the next file.

While the recorder is in stop mode, press and hold the **STOP** (■) button to display the [Time & Date] and [Remain].

Erase

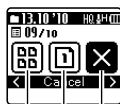
To delete all files of the displayed date, use the **SEARCH/MENU** button to switch the date display.

- Select the file you want to delete and stop playback ahead of time.

ERASE

PLAY/OK

PLAY/OK

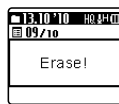


Erase in Date

File Erase

Cancel

If [Cancel] is selected and the **PLAY/OK** (►) button is pressed, the recorder returns to stop status.



Select

Set

- ! An erased file cannot be restored. Take care when deleting files.
- If an action is not selected within 8 seconds, the recorder will return to stop status.
- It may take over 10 seconds to complete processing. Never remove batteries during this time because data may be corrupted. In addition, carefully check the remaining battery level in order to ensure that the battery will not run out while processing.

Menu setting method



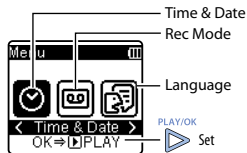
1

Press and hold the **SEARCH/MENU** button for 1 second or longer.



2

Press the **◀◀** or **▶▶** button to move the item you want to set.



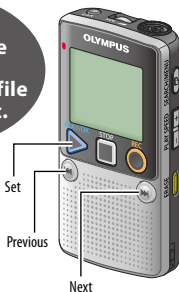
Changing the display language

- English
- Deutsch
- Français
- Español
- Italiano
- Polski
- Русский



Setting time and date

Setting the time and date beforehand enables easier file management.



The clock will start from the set date and time. Press the **PLAY/OK (▶)** button according to the time signal.





Changing the recording mode

Recommended settings by recording condition

Recording condition	Recommended settings	
	Rec Mode	MIC SENSE
Dictation with a lot of background noise.	[HQ] (high quality sound recording)	[LOW]
Recordings for lessons and meetings.	[HQ] (high quality sound recording)	[HIGH]
Lengthy recordings.	[SP] (standard recording)	[HIGH]

Troubleshooting

- Q1: The power cannot be turned on.
A1: • The batteries may be depleted.
• The batteries may be inserted incorrectly. Check  and  before inserting new batteries.
• Are the terminals of the batteries soiled? If so, clean them with a dry cloth.
- Q2: Nothing happens when a button is pressed.
A2: • The **POWER** switch may be set to **[OFF/HOLD]** position.
Slide the **POWER** switch to the **[ON]** position.
- Q3: No sound or quiet sound is heard from the speaker while playing back.
A3: The earphone plug may be plugged into the recorder.
The volume may be set to the minimum level.
- Q4: Noise is audible through the recording monitor.
A4: Acoustic feedback is occurring. Conduct adjustments like separating the earphones from the microphone further, do not point the microphone at the earphones, lower the volume on the recording monitor, and so on.
- Q5: Recording is not possible.
A5: By pressing the **REC (O)** button:
• Check if the display shows **[Memory Full]**.
• Check if the display shows **[Maximum File Size is reached]**.
Delete any unnecessary files before recording any further. A maximum of 99 files can be recorded within a single day.
- Q6: The playback speed is too fast (slow).
A6: The recorder may be set to fast (slow) Playback.
Use the **PLAY SPEED** button to set to normal playback.

Specifications

Recording medium:

Built-in flash memory (1GB)

Overall frequency:

HQ mode: 70 to 13,000 Hz

SP mode: 70 to 8,000 Hz

Guide to recording times:

HQ mode: Approx. 67 h.

SP mode: Approx. 131 h.

Microphone:

Electret Condenser Microphone (monaural)

Speaker:

Built-in ϕ 36 mm round dynamic speaker

Maximum power:

200 mW

Earphone jack (monaural):

ϕ 3.5 mm diameter, impedance 8 Ω or more

Power supply:

Two AAA (LR03) batteries or Two Ni-MH rechargeable batteries

Continuous battery:

Guide to alkaline battery life

Recording mode	HQ	SP
During recording mode	approx. 51 h.	approx. 63 h.
During playback mode (Built-in speakers)	approx. 21 h.	approx. 21 h.
During playback mode (Earphone)	approx. 69 h.	approx. 69 h.

Dimensions:

95 (L) mm x 50 (W) mm x 18.2 (T) mm
(without protrusions)

Weight:

78 g (including battery)

Operating temperature:

0°C - 42°C

- The above-noted recording times indicate times after deletion of the manual data stored in the recorder.
- Battery life is measured by Olympus. It varies greatly according to the type of batteries used and the conditions of use.

- Your recorded contents are for your personal use or pleasure only. It is prohibited to record copyrighted material without permission of the copyright holders according to copyright law.
- Specifications and design are subject to change without notice for improvement of performance.

Accessories (optional)

Ni-MH rechargeable battery and charger set:

BC400 (For Europe)

Ni-MH rechargeable battery:

BR401



"CE" mark indicates that this product complies with the European requirements for safety, health, environment and customer protection.



This symbol [crossed-out wheeled bin WEEE Annex IV] indicates separate collection of waste electrical and electronic equipment in the EU countries. Please do not throw the equipment into the domestic refuse. Please use the return and collection systems available in your country for the disposal of this product.
Applicable Product : DP-20



This symbol [crossed-out wheeled bin Directive 2006/66/EC Annex II] indicates separate collection of waste batteries in the EU countries. Please do not throw the batteries into the domestic refuse. Please use the return and collection systems available in your country for the disposal of the waste batteries.

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